# CHECKLIST
# FOR
# TEAM CAPTAINS' MEETING

| *ICR ART.* | *AGENDA* | *CONTROL* | | | *NOTES* |
|---|---|---|---|---|---|
| 216/218 | **1. Welcome/Introduction/Roll Call/Attendance List/Agenda** | 1 | 2 | 3 | FIS form |
| 603.3.7 | **2. Approval of minutes of the last meeting** | | | | FIS form |
| 603.3.1 | **3. Technical Part** | | | | |
| 603.4 | • Appointment of jury | | | | 603.4.9.1 |
| 605 | • Appointment of course setters | | | | WC and COC list |
| 607 | • Ratification of forerunners | | | | |
| | • Classification WC and COC | | | | FIS Office |
| 217 | • Updating of entries | | | | Quota (WC/COC/FIS) |
| 704 | • 1st training list and others | | | | 621.7 |
| 219/621 | • Drawing of lots | | | | 603.4.6/621.9 |
| 608.1 | • Wearing of start numbers | | | | 630.1.4 |
| 617.2.2 | • Rules for protests (15') | | | | 640 |
| | • Start list of 2nd run | | | | 621.10 |
| | • Report of the day by the O.C. | | | | |
| 210/211/230 | • Report by the Technical Delegate | | | | 603.4.9/608.4 |
| | • Report by the other members of the jury | | | | |
| 216/704/804 | • Review of the intended programme (good or bad weather) | | | | 904/1004 |
| | - Weather forecast | | | | |
| | - Orientation of the courses in the area | | | | |
| | - Inspection of the course | | | | |
| | - Course preparation | | | | 603.4.6.1 |
| | - Medical services | | | | 603.3.9 |
| | - Training course | | | | 803.2 |
| | • Proposal of team captains | | | | |
| | • Final programme | | | | |
| | - First run on lift | | | | |
| | - Jury meeting at start or at finish | | | | 603.4.10 |
| 225/618 | - Time and place of prizegiving | | | | 603.4.9.3 |
| | • Distribution of radio equipment (Jury) | | | | 6034.8 |
| | **4. Administrative Part** | | | | |
| 223/228 | • Accrediting of teams, officials, press, radio, TV, etc. | | | | |
| | • Lodging, meals, refreshments | | | | WC and COC regulations |
| | • Issuing and returning of start numbers | | | | |
| | • Official statements/notice board | | | | |
| | • Re-imbursements | | | | |
| | • Mailbox at the race office | | | | |
| | • Clothing check | | | | |
| | • Parking/lift facilities | | | | 702.4 |
| | • Opening hours of the race office | | | | |
| | • Check on radio sets (PTT) | | | | |
| | • Next meeting | | | | |
| | **5. Miscellaneous** | | | | |